



**DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
1421 JEFFERSON DAVIS HWY
ARLINGTON VA 22248**

IN REPLY REFER TO

NAVAIRINST 5210.3C
AIR-71044
21 Apr 94

NAVAIR INSTRUCTION 5210.3C

From: Commander, Naval Air Systems Command

Subj: RECORDS MAINTENANCE AND DISPOSITION

Ref: (a) SECNAVINST 5210.11D, Department of the Navy Standard Subject Identification Codes
 (b) NAVAIRINST 5211.3B, Contract Records of the Naval Air Systems Command Headquarters

Encl: (1) Glossary of Terms
 (2) Records Disposition Authorizations
 (3) Procedures for Transferring Records to and Recalling Records from the Washington National Records Center

1. Purpose. To provide objectives of the Records Maintenance and Disposition Program and outline the responsibilities and procedures for carrying out those objectives.

2. Cancellation. NAVAIR Instruction 5210.3B of 25 April 1989.

3. Scope. This instruction applies to the Naval Air Systems Command Headquarters (NAVAIRHQ) and activities receiving NAVAIRHQ support under operating agreements or by charter, including Program Executive Officers (PEO's), the Direct Reporting Program Manager for Medium Attack (DRPM(AX)), and the Naval Air Warfare Center (NAVAIRWARCEN). This instruction does not apply to the PEO for Cruise Missiles Project and Unmanned Aerial Vehicles Project.

4. Background

a. SECNAV Instruction 5210.8B, Department of the Navy Records Management Program, includes records maintenance and disposition as two components of that program.

b. SECNAV Instruction 5212.5B, Navy and Marine Corps Records Disposition Manual (Chapters 3 and 5), and its revision, SECNAV Instruction 5212.5C (Chapters 1, 2, 4, 6, 7, 8, 9, 10, 11, 12, and 13), prescribe procedures for the preservation, destruction, or transfer of Navy records. Since the former is due to be incorporated into a subsequent revision of the latter which is not yet available, updated record retention periods for the most



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frequently used records are included in this instruction as enclosure (2).

c. Reference (a) provides guidance for classifying and filing Navy and Marine Corps records.

5. Glossary of Terms. A uniform understanding of terminology is necessary to ensure the proper application of records maintenance and disposition techniques. Definitions and explanations of terms used in this instruction are given in enclosure (1).

6. Objectives

a. Development and implementation of improved procedures and systems for maintenance and maximum utilization of files and records.

b. Systematic preservation of records because of their continuing administrative, legal, fiscal, research, scientific, historical, or other value.

c. Destruction of temporary records no longer required in daily business.

d. Systematic removal and transfer of semiactive or permanent records from high cost space and equipment to the Washington National Records Center (WNRC).

7. Official Files. NAVAIRHQ, PEO's, DRPM(AX), and the NAVAIRWARCEN are responsible for preserving records containing documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency activities. NAVAIRHQ maintains a combination of centralized and decentralized files. Except for the centralized files listed below, divisions and offices will maintain official files (unclassified and confidential) of those subjects and functions under their cognizance. These files will be maintained and disposed of per reference (a) and enclosure (2). The following are designated as centralized files:

a. All papers relating to NAVAIRHQ contracts - maintained by Contract Files (AIR-2112).

b. NAVAIRHQ technical reports - maintained by the Technical Information and Reference Center (AIR-5004).

c. Secret material - maintained by Communications Management Section (AIR-71043).

8. Responsibilities

a. The Administrative and Support Services Branch (AIR-7104), Administrative Policy Section (AIR-71044), is responsible for the following:

(1) Developing and installing new or improved systems for receiving, organizing, processing, using, and maintaining records; and establishing controls, for routing, filing, and segregating records.

(2) Recommending retention standards for NAVAIRHQ, PEO's, DRPM(AX), and NAVAIRWARCEN records to the Commander, Naval Computer Telecommunications Command (COMNAVTELCOM) for submission through the National Archives and Records Administration (NARA) to the Archivist of the United States for approval.

(3) Prior to destruction, offering permanent records for retention to NARA via NAVTELCOM.

(4) Coordinating the destruction of temporary records and the transfer to stowage of inactive records which have administrative, legal, fiscal, research, scientific, historical, or other value. Reviewing on a continuing basis those inactive records stowed at WNRC to determine those eligible for destruction. Obtaining the concurrence of the cognizant office prior to authorizing the destruction of records.

(5) Coordinating the transfer of records to another office or to another activity or agency when a function is transferred.

(6) Evaluating requests for filing equipment for need and suitability, and conducting surveys for specialized filing equipment.

(7) Conducting the program, in conjunction with the Security and Law Enforcement Programs Office (AIR-07T), to provide approved and adequate stowage for classified material, recommending segregation of Secret material and centralized Secret stowage at office, division, or branch level, where feasible.

(8) Reviewing and approving requests for microfilming records, as well as micrographic systems and equipment.

(9) Advising and assisting personnel with records problems.

(10) Advising personnel in the creation, use, and disposition of electronic records and ensuring that such procedures are followed.

b. The Information Systems Security Branch (AIR-7133) will assist users in determining the best method for destroying

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electronic records and specifying retention periods for electronic records not covered by this instruction.

c. Addressees are responsible for complying with the following provisions:

(1) Breaking files periodically or upon completion of the case to facilitate reference to current files and to simplify the transfer or destruction of inactive material. Navy files normally are broken annually and a new file series begun. Case files that are closed out on the basis of a completed action, should be broken and placed in an inactive file upon completion of the case.

(2) Keeping records of value separate from material of a transitory nature.

(3) Identifying personal papers as unofficial, filing them separately from the official records of the office.

(4) Extracting from personal papers data pertaining to official business and making that portion part of the official records of the office.

(5) Reviewing files on an annual basis and disposing of inactive material following enclosure (2). Since record material cannot be destroyed without the approval of the Archivist of the United States, AIR-71044 must be consulted if the item is not listed in enclosure (2). The procedures for transferring records to and recalling records from WNRC are outlined in enclosure (3). Nonrecord material may be destroyed without further approval at any time desired.

(6) Consulting with AIR-71044 prior to the transfer of records to another office or to another activity or agency.

(7) Submitting requests for filing equipment to AIR-71044 for review and approval.

(8) Submitting requests for new Standard Subject Identification Codes (SSIC's) with retention standards numbers for records not identified in the Navy system to AIR-71044 for review and forwarding to NAVTELCOM for final approval.

(9) Submitting requests for microfilming records as well as micrographic systems and equipment to AIR-71044 for review and approval.

(10) Correctly using the equipment to create, retrieve, edit, store, transmit, and dispose of electronic records and managing the records according to prescribed procedures, and seeking assistance whenever questions arise concerning electronic records.

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d. AIR-5004 is responsible for transferring inactive technical reports classified through Secret to the WNRC, following established procedures.

9. Forms. OF-11, Request-Federal Records Center, National Stock Number (NSN) 7540-00-682-6423; SF-135, Records Transmittal and Receipt, NSN 7540-00-634-4093; SF135A, Records Transmittal and Receipt (Continuation), NSN 7540-00-823-7952; and SF-115, Request For Records Disposition Authority , NSN 7540-00-684-4064 may be obtained from the General Services Administration's Customer Supply Center Catalog.



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NAVAIRINST 5210.3C
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1. Accession Number. A number assigned to the records listed on each form SF 135, Records Transmittal and Receipt. The accession number is composed of the records group assigned, the last two digits of the fiscal year (FY), and a four digit sequential number assigned by AIR-71044. NAVAIRHQ, PEO's and DRPM(AX) are assigned to record group 343. NAVAIRWARCEN is assigned to Record Group 181.
2. Case File. A file containing all papers pertaining to a specific subject, person, place, or thing. For example, a personnel case file containing personnel records relating to one individual, or a contract case file containing papers relating to one contract.
3. Disposition. The destruction, retirement, transfer, or preservation of records.
4. Disposal. A term used interchangeably with the term "disposition."
5. Nonrecord Material. As defined by law, this includes "Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for reference, and stocks of publications and of processed documents ..." (AIR-5004 maintains the "record" copy of NAVAIRHQ technical reports.) Examples of nonrecord material are as follows:
 - a. Stocks of publications and other reproduced documents maintained for supply purposes.
 - b. Copies of reproduced or processed materials of which other copies are retained elsewhere for official record purposes.
 - c. Extra copies of papers preserved solely for convenience of reference: for example, reading files and "follow-up," "tickler," or "suspense" copies of material that may be destroyed after a brief period.
 - d. Correspondence and other records of transitory value that have neither evidential nor informational value after action has been completed or that are received for information and require no action. Some examples of this nonrecord category are as follows:
 - (1) Letters or other transmitting papers that add no significant information to the material transmitted.
 - (2) Catalogs, trade journals, and other documents or papers received from other government agencies, commercial firms, or private institutions that require no action and are not a part of a case upon which an action is taken.

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(3) Working papers, preliminary or intermediate drafts, reports and related papers, memoranda, preliminary worksheets or notes, and similar materials that are summarized in final or other form and do not represent significant steps taken in preparing record copies of documents.

(4) Shorthand notes, stenographic notebooks, and stenotype that have been transcribed.

(5) Information copies of correspondence, and memoranda and other papers that require no administrative action.

(6) Charts, diagrams, and other graphic materials prepared from source material and used for briefings or training.

6. Personal Papers. As defined by law FPMR 101-11.202-2(d), this category includes "Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of a Federal official will be clearly designated by him/her as nonofficial and will at all times be filed separately from the official records of his/her office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portion of such correspondence that pertains to official business will be extracted and made a part of the official files. . ." examples of personal papers are:

a. All personal private papers that do not contain reference to official business.

b. Personal diaries, logs, handwritten notes, and memoranda or tapes of personal telephone calls, provided all official information has been incorporated in a memorandum for the record and placed in the appropriate official file.

7. Records

a. As defined by law (44 U.S.C. 3301), records include "all books, papers, maps, photographs, machine readable materials, or other documentary materials regardless of physical form or characteristics, made or received by any agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data contained therein." Records may not be destroyed legally without authority from the Archivist of the United States. Criminal penalties are provided for the unlawful removal or destruction of records (18 U.S.C. 2071) and for the unlawful disclosure of certain information pertaining to national security (18 U.S.C. 793, 794, and 798).

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b. Electronically recorded data that meet both of the following conditions are Federal records:

(1) They are made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business; and

(2) They are preserved or are appropriate for preservation as evidence of agency activities or because of the value of the information they provide.

8. Electronic Records. Records stored in a form that only a computer can process. Also called machine readable records or automatic data processing records.

9. Electronic Records System. Any information system that produces, processes, or stores data or information by electronic devices. Computers and word processors are examples of equipment that produce electronic records.

10. Information System. The organized collection, processing, transmission, and dissemination of information per defined procedures, whether automated or manual.

11. Optical Disk. A noncontact random-access disk tracked by optical laser beams and used for mass storage and retrieval of digitized text and graphics (sometimes called an optical digital disk). Types include WORM (Write Once Read Many), CD-ROM (Compact Disk - Read Only Memory), CD-I (Compact Disk - Interactive), and erasable disks.

12. Records Group. The number assigned by WNRC to the records of the transferring agency, examples include: NAVAIRHQ and PEO's - 343, Bureau of Naval Weapons - 402, Bureau of Aeronautics - 72, and NAVAIRWARCEN - 181.

13. Records Maintenance and Disposition Techniques. The systematic preservation and security of valuable records and the orderly disposal (either through destruction or transfer to a records center) of those records that have outlived their usefulness to current operations.

14. Retention Standards. A description of a series of records and a definite period for them approved by the Secretary of the Navy following current law or regulation. The retention period may be of temporary or permanent duration.

15. Series of Records. A block of records having the same disposal authority and the same disposal date.

16. Record Repositories. NAVAIRHQ, PEO, DRPM, and NAVAIRWARCEN records are stored at the WNRC (pending destruction or transfer to NARA as appropriate). NAVAIRHQ, PEO, DRPM, and NAVAIRWARCEN records stored at the WNRC remain under the custody of NAVAIRHQ

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and may be recalled at any time by AIR-71044. Permanent records transferred to NARA become the custody of NARA and cannot be recalled without prior approval of NARA.

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RECORDS DISPOSITION AUTHORIZATIONS

1. The disposition authorizations listed in this enclosure are excerpts from SECNAV Instruction 5212.5B (chapters 3, and 5); SECNAV Instruction 5215.5C (chapters, 1, 2, 4, 6, 7, 8, 10, 11, 12 and 13) and the General Records Schedule (GRS).

a. Attachment A contains excerpts from Chapters 3 and 5 of SECNAV Instruction 5212.5B and Chapters 2, 4, 7, of SECNAV Instruction 5215.5C. Bracketed items were taken from GRS to cover nonrecord material which may be destroyed when it has served its purpose.

b. Attachment B contains excerpts from Chapter 7 of SECNAV Instruction 5215.5C.

c. Attachment C contains Chapter 13 of SECNAV Instruction 5212.5C.

d. Attachment D contains excerpts from GRS 20 and 23 that apply to managing electronic records.

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RECORDS DISPOSITION

<u>TOPIC</u>	<u>ACTION</u>
2300 Messages. Reference copies maintained in date-time-group order. (The record copy is made a part of the official subject or contract file by the action/cognizant office).	Destroy when 1 year old.
	a. Division/office files. b. AIR-71043.
3900 (11) Technical reference files:	<p>a. Copies of technical reports.</p> <p>b. Copies of publications, specifications, drawings, and other technical or scientific data received from other sources and used as reference source in the performance of research and development functions.</p> <p>Destroy duplicate copies when canceled or superseded or when no longer needed for reference purposes.</p> <p>Destroy when superseded or canceled when no longer needed for reference purpose (see paragraph 4121 below for drawings and specifications).</p>

Attachment A
Enclosure (2)

RECORDS DISPOSITION

<u>TOPIC</u>	<u>ACTION</u>
3900(15) Logs or other control records for project or task assignments, for project approvals, or disapprovals for research procurements justifications and approvals.	Destroy when 2 years old, or completion of project as appropriate.
[4121] Engineering drawings, lists, and other associated data submitted to NAVAIRHQ in compliance with contract requirements or for release, acceptance or information.	Prior to destruction, field activities will submit a list of drawings and associated data to the appropriate repository. The repositories will search to determine if it is in the repositories possession. Depending on the findings of the search, the repository will notify the field activity to either dispose of the data or to forward the data to the repository.

Both government and contractor-numbered drawings and other associated data will be forwarded to the Commanding Officer, Naval Air Technical Services Facility (EDO), 700 Robbins Avenue, Philadelphia, PA 19111-5097.

Attachment A
Enclosure (2)

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<u>RECORDS DISPOSITION</u>		<u>ACTION</u>
<u>TOPIC</u>		
[4121]	continued	Advice on disposition and transmittal to a repository for government numbered "Originals" or "Master" drawings, lists or documents will be requested of the Systems Engineering Management Division, (AIR-511).
		Upon notification from the repository to submit the drawings and associated data, provide AIR-511 a list of the data being transferred and a copy of the transmittal letter to the repository.
4121(2)	Specifications and standards:	<ul style="list-style-type: none"> a. Master case file of approved specifications or standard. b. Others.
4200 1b	Requisitions.	Destroy 2 years after completion or cancellation of requisition.

Attachment A
Enclosure (2)

RECORDS DISPOSITION	
TOPIC	ACTION
[4280] NAVAIR contract records <u>other</u> than the official copies maintained by AIR-71043.	Upon notification that the contract has been closed, ensure that all documents required by FAR 4.1, FAR 4.2, and reference (b) to constitute a full history of all transactions are forwarded to AIR-71043 for inclusion in the official file. Destroy remainder of file.
4570(1) Excess and surplus property records. Correspondence and related papers regarding surplus material available at naval activities and designated for redistribution within the Department of the Navy.	Destroy when 2 years old, except retain for 4 years the Supply Policy Management and Financial Programs Division (AIR-412) summary records pertaining to monetary value of material redistribution and/or declared surplus.
4650(3C) Travel Expense Claims and Vouchers. Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, enlisted, employees, dependents, or others authorized by law to travel.	

Attachment A
Enclosure (2)

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<u>TOPIC</u>	<u>RECORDS DISPOSITION</u>	<u>ACTION</u>
a. Travel administrative office files maintained by Travel Office (AIR-71041)	Destroy when 3 years old. (GRS 9.4a)	Destroy when funds are obligated.
b. Obligation copies.		Destroy when purpose has been served.
c. Other copies.		
4700(1) Aircraft (case) files which relate to repairs and modifications to individual aircraft or astronautical vehicles. Consists of correspondence, reports, and minor rework specification characteristics data for craft, etc.		Destroy 5 years after the plane or other craft leaves the activity's custody or 5 years after completion of repair or modification, except to retain summary records relating to any major modification until craft becomes obsolete. See OBNAVINST 4790.2E, The Naval Aviation Maintenance Program.
5000(4) Routine correspondence: requests for information (routine research or compilation), publications, or supplies together with replies thereto; correspondence or forms forwarding or correcting reports.		Destroy when 3 months old, or return to requester.

Attachment A
Enclosure (2)

RECORDS DISPOSITION	
TOPIC	ACTION
5000 (6) Chronological (day) or reading files of outgoing correspondence:	
a. Copies of Secret letters filed by AIR-71043.	Transfer to WNRC when 2 years old.
b. Other copies.	Destroy when 3 months old.
[5215] AIRLOG	
a. Master file maintained by Public Information Office (AIR-00D).	Destroy when 5 years old.
b. Division and office files.	Destroy when file has served its purpose, but retain no longer than 1 year.
c. Individual copies.	Destroy when no longer needed.
5215 Directives files:	
a. Official case files of NAVAIR originated instructions and notices maintained by AIR-71044.	Permanent. Transfer to WNRC when canceled or superseded.

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<u>TOPIC</u>	<u>RECORDS DISPOSITION</u>	<u>ACTION</u>
b. Other copies. (See NAVAIR Instruction 5215.5H, paragraph 6c for those directives that should be maintained.)	[5218] Mail and correspondence logs or other records of incoming and outgoing mail:	Destroy when superseded, canceled or no longer needed for reference purposes.
a. Unclassified and Confidential.		Destroy when 1 year old.
b. Secret (maintain per NAVAIR Instruction 5216.8C, Section III.)		Destroy records of material returned to AIR-71043 2 years after such return, unless otherwise directed by specific Program guidance.
c. Special Access Program Material (NATO, CNWDI, etc.) maintain per NAVAIR Instruction 5510.9A.)		Destroy records of material returned to AIR-71043 2 years after such return.
5420	Boards and committees - minutes, agenda, reports, charters, or precepts and related correspondence exhibits, and other records:	a. Official files of the recorder Transfer to the WNRCC when 5 years old or when no longer needed for reference.

Attachment A
Enclosure (2)

TOPIC	RECORDS DISPOSITION	ACTION
b. Files of panels, subcommittees, or committee members and other information or reference only copies:		Destroy when 5 years old or when no longer needed for reference.
(1) Technical boards or committees.		Destroy when 2 years old or when no longer needed for reference.
(2) Other.		Destroy when 2 years old.
5511 (3) Records relating to the destruction of classified documents, such as destruction certificates.		Destroy when obsolete, canceled, or superseded.
5600 (5) Reference files of publication.		Destroy 1 year after close of fiscal year. (GRS 5.2B)
7110 (1) Budget/estimates preparation records. Budget working papers, cost information, and rough data created or accumulated in the preparation of budget estimates and justifications or for budget review purposes.		Destroy 1 year after close of fiscal year. (GRS 5.2B)
7110 (2) Budget estimate records:		

Attachment A
Enclosure (2)

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RECORDS DISPOSITION

<u>TOPIC</u>	<u>ACTION</u>
a. Consolidated records of the Office of NAVCOMPT. Copies of budget estimates and justifications prepared or consolidated in NAVCOMPT. Included are appropriation language sheets, narrative statements and related schedules and data.	Permanent. Transfer to WRNC when 4 years old. Offer to NARA when 20 years old. (GRS 5.2a)
b. All other budget estimates and justifications, with supporting papers.	Destroy 1 year after close of fiscal year covered by the budget. (GRS 5.4)
7421 (2)	Retain on board. Destroy when 3 years old.

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Attachment B
Enclosure (2)

Excerpt from SECNAVINST 5212.5C
Part III -- Retention of Standards
for Naval Records

Pages III-7-29 through III-7-38

Attachment B
Enclosure (2)

SECNAVINST 5212.5C CH-2
13 FEB 1989

PART III

RETENTION STANDARDS FOR NAVAL RECORDS

Note: National Archives and Records Administration (NARA) job numbers (e.g., N1-NU-86-4) and General Records Schedule (GRS) numbers (e.g., GRS 5.4) are cited throughout Part III. These numbers are incorporated for NARA use only.

SECNAVINST 5212.5C CH-1
27 SEP 1988SSIC 7300-7399APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDSSSIC 7300GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS

THE RECORDS DESCRIBED IN THIS (7300) SERIES ARE ACCUMULATED THROUGH-OUT THE DON BY ACTIVITIES AND OFFICES IN CONNECTION WITH THE FINANCIAL CONTROL OF MONIES APPROPRIATED, EXPENDED, AND COLLECTED, INCLUDING THE PERFORMANCE OF APPROPRIATION, FUND, COST, AND PROPERTY FINANCIAL ACCOUNTING FUNCTIONS.

1. GENERAL CORRESPONDENCE FILES. Records relating to appropriation, fund, cost, and property accounting. (Exclude primary program correspondence covered by 7000.1.) Destroy when 3 years old.
 2. ACCOUNTING PROCEDURES ISSUANCES. Instructions, manuals and other issuances providing guidance to naval activities concerning appropriation, fund, cost and property accounting procedures, with related background papers.
- a. Record Copy of Each Issuance, with all Revisions, Updates and Changes Accumulated by NAVCOMPT AND SECNAV(FM)
- Permanent. Transfer to WNRC in 2 year blocks when 1-2 years old. Offer to NARA in 10 year blocks when 20-30 years old.
- b. All Other Records, Including Background Papers Accumulated by NAVCOMPT and SECNAV(FM)
- Destroy when superseded, obsolete, or no longer needed.

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3. MASTER GENERAL ACCOUNTS LEDGERS. Ledgers maintained by NAVCOMPT or by the Navy-wide Finance network when central accounting functions for the department are performed. These ledgers show debit and credit entries and summarize DON expenditures of appropriated funds.
- Destroy 6 years and 3 months after the close of fiscal year involved.
(GRS 7.2)
4. GENERAL ALLOTMENT LEDGERS OPERATING BUDGET OF THE OFFICE OF NAVCOMPT. These and other general ledgers reflecting the overall control of allotments/operating budgets. These ledgers reflect the status of obligations and allotments under each authorized appropriation.
- Destroy 6 years and 3 months after the close of fiscal year involved.
(GRS 7.3)
5. POSTING MEDIA. Records of NAVCOMPT used subsidiary to the general accounts and allotment/operating budget ledgers.
- Retain on board. Destroy when 3 years old.
(GRS 7.4)
6. INTERFACING ACCOUNTING SYSTEMS. Systems at DON level which provide overall accounting for the Navy and Marine Corps not provided by component systems and segments, including data on expenditures, collections, disbursements and reimbursements, billing and collecting for sales of stock funds and material with other Defense agencies and GSA, allocates programs and changes thereto, including data in the execution of the budget.
- a. Input Data Submitted to NAVCOMPT from Responsible Accounting Offices
- Destroy after three or more update cycles.
(GRS 20-11-4)
- b. Master or Historical File
- Retain on board. Destroy in accordance with instructions applicable to hard copy.
(GRS 20-1-27-28)
- c. Output Data in Form of Reports to OSD and Treasury Department, (COM or Paper)
- Apply appropriate paragraphs 7300.
(GRS 20-1-27-28)

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- d. Documentation
 Destroy in accordance with related data systems. (GRS 20-111-6)
7. INTERFACING ACCOUNTING SYSTEMS. Systems at responsible Navy and Marine Corps organization level which provide appropriation accounting and budgeting programming and expenditure information and budget execution.
- a. Input Data Submitted from Responsible Accounting Office to NAVCOMPT Accounting Office
 Destroy after three or more update cycles.
 (GRS 20-11-4)
- b. Master or Historical File
 Retain on board. Destroy in accordance with instructions applicable to hard copy.
 (GRS 20-1-27-28)
- c. User-oriented Output Data and Reports to NAVCOMPT, COM or paper
 Apply appropriate paragraphs 7300.
 (GRS 20-1-27-28)
- d. Documentation
 Destroy in accordance with related data systems. (GRS 20-111-6)
 Destroy after three or more update cycles.
 (GRS 20-11-4)
8. INTERFACING/AND ACTIVITY-UNIQUE ACCOUNTING SYSTEMS. Systems at responsible Navy and Marine Corps Headquarters level which perform major accounting and related reporting functions for Navy, i.e., Navy and Marine Corps Stock Fund consisting of accounting and reporting for Financial Inventory and Stock Fund allotments in commissary stores, ships stores, and hospitals.
- a. Input Data

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- b. Master and Historical Data
Retain on board. Destroy
in accordance with
instructions applicable
to hard copy.
(GRS 20-1-27-28)
- c. User-oriented Output Data and Reports (COM and Paper)
Apply appropriate para-
graphs 7300.
(GRS 20-1-27-28)
- d. Documentation
Destroy in accordance
with related data
systems. (GRS 20-III-6)
9. INTERFACING AND ACTIVITY/UNIQUE ACCOUNTING SYSTEMS. Systems
below responsible Navy and Marine Corps Headquarters level, which
perform major accounting and related reporting functions for the
Navy and Marine Corps Industrial Fund consisting of financial
operations for production engineering and logistic activities,
Military Sealift Command, Shipyards, Navy Publications and Print-
ing Service, Public Works Centers, Air Rework Facilities, Data
Automation Centers and research, development, test and evaluation
operations. Includes depot level maintenance cost operations and
weapon systems.
- a. Input Data
Destroy after three or
more update cycles.
(GRS 20-III-4)
- b. Master and Historical Data
Retain on board. Destroy
in accordance with
instructions applicable
to hard copy.
(GRS 20-1-27-28)
- c. User-oriented Output Data and Reports (COM and Paper)
to OSD and Other Agencies
Apply appropriate para-
graphs 7300.
(GRS 20-1-27-28)

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d. Documentation

Destroy in accordance
with related data
systems. (GRS 20-III-6)

10. INTERFACING ACCOUNTING SYSTEMS. System below responsible
NAVCOMPT Headquarters level for revolving trust funds, including
grant aid, foreign military sales, foreign military training,
transportation of material and revolving funds associated with
the administration of Naval Academy midshipmen.

a. Input Data**b. Master and Historical Data**

Destroy after three or
more update cycles.
(GRS 20-III-4)

**c. User-oriented Output Data and Reports to the Defense
Security Assistance Center (Machine-readable, COM and Paper)**

Retain on board. Destroy
in accordance with
instructions applicable
to hard copy.
(GRS 20-I-27-28)

d. Documentation

Apply appropriate para-
graphs 7300.
(GRS 20-I-27-28)

Destroy in accordance
with related data
systems. (GRS 20-III-6)

SSIC 7301**APPROPRIATION ACCOUNTING RECORDS**

BUREAU AND COMMAND-TYPE APPROPRIATION ACCOUNTING RECORDS DESCRIBED
IN THIS (7301) PARAGRAPH ARE ACCUMULATED BY ORGANIZATIONAL UNITS OF
THE NAVY AND MARINE CORPS (AT SHORE AND DEPARTMENTAL LEVELS) TO WHICH
APPROPRIATIONS OR SUBDIVISIONS THEREOF ARE ALLOCATED OR SUBALLOCATED.

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INCLUDED ARE BUREAU AND COMMAND-TYPE EXPENDITURE ACCOUNTING ACCUMULATED AT THE BUREAU AND COMMAND-TYPE LEVEL AND BY SHORE ACTIVITIES PERFORMING SUBALLOCATION (BUREAU AND COMMAND-TYPE) ACCOUNTING. THESE RECORDS (A) SUMMARIZE THE FINANCIAL STATUS OF ACTIVITY AND PROGRAM ALLOTMENT/OPERATING BUDGET, (B) REFLECT THE SPECIFIC SOURCE AND NATURE OF EXPENDITURES, (C) DETAIL THESE FINANCIAL TRANSACTIONS, AND (D) REFLECT IN BUREAU AND COMMAND-TYPE LEDGERS THE STATUS OF SPECIFIC BUDGET PROJECT OR ACTIVITY ALLOCATIONS.

EXCLUDED FROM THIS SERIES ARE NAVY CENTRAL APPROPRIATION ACCOUNTING RECORDS MAINTAINED BY THE OFFICE OF NAVCOMPT OR THE NAVY ACCOUNTING AND FINANCE CENTER (NAFC), WASHINGTON, D.C. THE RECORDS THAT DOCUMENT NAVY'S OVERALL FISCAL AND ACCOUNTING PROCEDURES AND POLICIES AND REFLECT NAVY'S CENTRAL ACCOUNTING OPERATIONS ARE COVERED IN PAR. 7300.

1. ACTIVITY AND COMMAND-TYPE APPROPRIATION CONTROL LEDGERS. Ledgers maintained by responsible bureaus, commands, and offices for each appropriation under their financial cognizance or by shore activities responsible for suballocations.

- a. Annual Appropriations
Retain on board. Destroy when 4 years old.
- b. Continuing Fiscal Year and Successor Appropriations
Destroy 1 year after the account is closed out for accounting purposes.
- 2. BUDGET ACTIVITY CONTROL LEDGERS. Allotment, operating budget commitment, obligation, and expenditure summaries derived from the project control ledgers are posted to these activity control ledgers. (Ledger sheets are established for each budget activity.)
Apply par. 7301.1a or b, whichever is applicable.
- 3. PROJECT CONTROL LEDGERS. Records containing data posted from detailed registers of expenditures and allotments operating budget, commitments, and obligations.
Apply par. 7301.1a or b, whichever is applicable.

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4. GENERAL LEDGERS. Ledgers maintained for each allotment/operating budget. Apply par. 7301.1a or b, whichever is applicable.
5. APPROPRIATION REPORTS. Reports on budget status (obligation basis), reports on budget execution, appropriation status by fiscal year program and subaccounts, reports on reimbursement, and similar reports. Retain on board. Destroy 4 years after close of fiscal year involved.
6. FUNDS AUTHORIZATIONS. Detailed expenditure and reimbursement documents and obligation, commitment, expenditure, and reimbursement status reports prepared and/or received by bureaus, commands, and activities performing appropriation accounting functions. Include unfunded accounts receivable reports; funded accounts receivable reports; trial balance reports; reports on reimbursable orders; status of fund authorization reports, formerly allotment reports; reconciliation reports--expenditure/collections; allotment/suballotment authorizations; resource authorizations, project orders, and economy act orders and vouchers. Retain on board. Destroy 1 year after completion of all budget projects under a particular budget activity.
7. MONTHLY STATEMENTS (LISTINGS). Records received from Accounting Authorization Activity (AAA) Navy Information Processing Centers include obligation and payment statements, schedules of legal obligations, summary statements of transactions by appropriation and subhead, and similar records. Destroy 1 year after close of fiscal year in which statements are received.
8. DETAIL REGISTERS. Registers and listings reporting detailed disbursing transactions and adjustments to administering bureau, command, or activity. Include detail registers received from AAA Financial Information Processing Centers, consolidated detail registers prepared from AAA Financial Information Processing Centers, and summaries and other registers of the bureau, command-type, or activity. Retain on board. Destroy when 4 years old.
9. SUMMARY REGISTERS. Registers, listings, or other records used to post to bureau appropriation ledgers. Include such records as summary registers received from AAA Financial Information Processing Centers, consolidated summary registers Retain on board. Destroy when 3 years old. (GRS 7.4)

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prepared from AAA Financial Information Processing Centers, and summaries and other registers of responsible bureau, command-type, or activity.

10. **DETAIL CARD AND TAPE RECORDS.** Detailed tabulated punched card or taped (magnetic or other) records of expenditures and obligations used to support detailed registers received from AAA Financial Information Processing Centers and used to accumulate data for cost reports.

a. Detail Card Records. Detailed cards received from AAA Financial Information Processing Centers and summary detail cards prepared by administering bureaus, commands, or activities from AAA Financial Information Processing Centers cards and other detail cards of administering bureaus, command-type, or activities.

(1) Records whose data have been converted to punch or magnetic taped records

(2) All other records

b. Detail Tapes

Destroy after data has been transferred to tape and the resulting tapes have been balanced.

Destroy 6 months after processing.

Destroy 6 months after processing. Destroy magnetic tapes by erasing data.

11. **SUMMARY CARDS OR TAPE RECORDS.** Summary tabulated punched cards or equivalent taped records of obligations and expenditures. These cards or tapes are used to support summary registers received from AAA Financial Information Processing Centers.

a. Summary Cards. Records received from AAA Financial Information Processing Centers, consolidated summary cards prepared by responsible bureau, command-type, or activity from Navy financial cards, and other summary cards or responsible bureau, command-type, or activity.

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- (1) Records whose data have been converted to punch or magnetic taped records
- Destroy after data has been transferred to tape and the resulting tape has been balanced.
- (2) All other records
- b. Summary Tapes
- Destroy when 1 year old.
- Destroy when 1 year old.
Destroy magnetic tapes by erasing data.
12. TRIAL BALANCES. Copies of balances prepared monthly by bureaus and command-types after ledgers are closed and final annual trial balance submitted to the Office of NAVCOMPT, Central Accounting and Reporting Branch. These are used to balance bureau and command-type ledgers within each appropriation and to reconcile appropriation cash balances to master control accounts maintained by the Office of NAVCOMPT. (Information is also used as basis for reports required by Department of the Treasury and by administrative directives.)
- a. NAVCOMPT Copies
- Retain on board. Destroy when 2 years old.
- b. All Other Copies
- Destroy when 2 years old.
13. COST ANALYSIS REPORTS. Cost data records accumulated by bureaus, commands, and activities in order to apply expenditures made from appropriated and other funds to the purpose or end use for which expended. These cost data records are accumulated from such documents as analysis of expenditures submitted by allottees, registers of public vouchers, military pay, labor, material issues, reimbursements, and miscellaneous adjustments. (Data is journalized by NAVCOMPT to the master general ledger (see par. 7300) and used to prepare Navy's annual financial report.) Include such records as analysis of expenditures; analysis of appropriation charges (tabulated listing); analysis of appropriation reimbursements (tabulated listing); recapitulation--analysis of appropriation costs by expenditure account;

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recapitulation--analysis of appropriation reimbursement--by expenditure accounts; and recapitulation--analysis of appropriation statistical costs--by expenditure accounts.

14. INTERNAL ALLOTMENT OPERATING BUDGET ACCOUNTING RECORDS OF BUREAUS, COMMANDS, AND SHORE ACTIVITIES

Apply pars. 7302-7331, as appropriate.

SSIC 7302

FUND ACCOUNTING RECORDS

1. **OBLIGATION DOCUMENTS.** Requisitions and other documents used for obligating purposes and involved in the issue of stocks and materials and other prospective charges and related listings reflecting obligations and balances of funds.

a. Outstanding Copies. Records of requisitions and other commitment, obligation accounts receivable, and accounts payable documents.

b. All Other Copies. Issue copies of material requisitions, adjustment documents, etc.

Retain until no longer outstanding, then apply par. 7302.1b.

Destroy when 2 years old or 1 year after submission of final report of funds concerned, whichever is later.

2. **ACCOUNT LEDGERS, JOURNALS, AND RECORDS.** Ledger, journal, and record summaries of fiscal data used as posting and control media for accounting (fiscal) data.

a. Subsidiary Ledgers, Journals, and Records. Obligation, receipt, and expenditure ledgers; control ledgers; journal vouchers; reimbursable work order records; other records; and other subsidiary ledgers.

Destroy when 2 years old or 1 year after final report, whichever is later.

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Attachment C
Enclosure (2)

Excerpt from SECNAVINST 5215.5C
Part III -- Retention of Standards
for Naval Records

Pages III-13-1 through III-13-28

Attachment C
Enclosure (2)

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PART III

RETENTION STANDARDS FOR NAVAL RECORDS

Note: National Archives and Records Administration (NARA) job numbers (e.g., N1-NU-86-4) and General Records Schedule (GRS) numbers (e.g., GRS 5.4) are cited throughout Part III. These numbers are incorporated for NARA use only.

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CHAPTER 13

AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS
SSIC 13000-13999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO AERONAUTICAL AND ASTRONAUTICAL WEAPONS AND MATERIALS AND TO THE DEVELOPMENT AND READINESS OF THESE WEAPONS AND MATERIALS FOR ALL NAVAL FORCES. THEY ARE ACCUMULATED BY AERONAUTICAL ACTIVITIES AND OFFICES AND BY UNITS AND DEPARTMENTS OR ACTIVITIES AND OFFICES THAT ARE CONCERNED WITH AERONAUTICAL AND ASTRONAUTICAL MATERIALS AND RELATED FUNCTIONS. RECORDS RELATING TO RESEARCH MATTERS AND TO FLIGHT AND SPACE OPERATIONS ARE COVERED IN CHAPTER 1.

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SSIC 13000-13099GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDSSSIC 13000GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS

1. AERONAUTICAL AND ASTRONAUTICAL MATERIAL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO NAVY AERONAUTICAL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY-WIDE AERONAUTICAL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, AND THE COMMANDER, NAVAL AIR SYSTEMS COMMAND. RECORDS RELATE TO SUCH MATTERS AS:
- a. Navy-wide Policies and procedures governing the operations of Project Management Offices.
 - b. Navy-wide policies and procedures pertaining to aeronautical and astronautical material readiness.
 - c. The master file of all technical reports and publications, along with background papers, maintained by the originating office.
 - d. The master aircraft characteristics charts and reports containing detailed descriptions of the craft and its capabilities.
 - e. Master files describing aircraft serviceability and airworthiness testing.
 - f. Design and engineering programs, including technical design reports, preliminary design reports for developmental aircraft, specifications and other aspects of the aeronautical design and engineering program.
- Permanent Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.
- NOTE: In retiring records to WNRC, activities should cite 13000.1 and the appropriate sub-item as the disposal authority on the SF 135 (i.e., 13000.1c).
- Activities may retire in the same accession records accumulated under more than one sub-item of 13000.1. If this is done, the SF 135 should indicate the relevant sub-items.

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- 2. AERONAUTICAL AND ASTRONAUTICAL MATERIAL GENERAL CORRESPONDENCE.** RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY AERONAUTICAL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY PARAGRAPH 13000.1). THESE RECORDS INCLUDE:
- a. Routine requests for information concerning aeronautical/astronautical policies that do not involve the establishment or revision of policy.
 - b. Comments on directives, studies, reports, and other issuances accumulated by offices not responsible for their preparation.
 - c. Issuances prepared by lower echelon offices which merely transmit or adapt for local conditions, policies, and procedures established by higher level offices and related background papers.
 - d. Copies retained by preparing offices of reports submitted to higher echelon offices, with related feeder material and background papers.
 - e. Records relating to any other aspects of aeronautical/astronautical program administration exclusive of records appropriate for filing under paragraph 13000.1.
- 3. UNIDENTIFIED RECORDS.** Records relating to Navy and Marine Corps aeronautical and astronautical material that are not described elsewhere in this chapter.
- Disposition: not authorized. Submit an SF 115 following the guidelines of Part II, paragraph 4.

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4. OPERATING RECORDS. Files relating to the routine operation and administration of activities or offices performing functions related to aeronautical and astronomical matters. These files consist of correspondence, reports, and other records located at the NAVAIR HQ, other offices and systems commands, and aviation activities.

5. PROJECT MANAGER RECORDS. Files maintained by designated project managers and weapons systems managers assigned responsibility for intensified management of weapons, component, and support systems. These records involve a wide spectrum of activity, including support systems. These records involve a wide research, exploratory, advanced engineering, and operational systems development and production and out-of-production support. Files consist of primary program correspondence, reports, plans, studies, etc.
6. AERONAUTICAL ENGINEERING DRAWINGS AND RELATED DATA. These are files generated and/or accumulated by the Naval Air Technical Services Facility (NAVAIRTECHSERVFAC) and activities having development or design/engineering cognizance of aircraft and aeronautical equipment and components.
- a. Paper Copy. Paper records maintained at activities having development or design/engineering cognizance.
- b. Reference Copies. Files including blueprints and microfilm (other than the master negative).
- c. Master Microfilm Negative

Destroy when 2 years old.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.

Destroy after microfilm is verified for accuracy and completeness.

Retain on board. Destroy when aircraft, equipment, or components are no longer needed, superseded, or obsolete.

Transfer to NAVAIRTECH-SERVFAC, 700 Robbins

(1) Negatives at activities having development or design/engineering cognizance

Avenue, Philadelphia,
PA, when the drawing
has served its purpose
at the activity. NAV-
AIRTECH-SERVFAC will
apply par. 13000.6c(2).

(2) Negatives at NAVAIRTECHSERVFAC

permanent. Retain on
board. Offer to NARA
when aircraft, equip-
ment, or component is
no longer in inven-
tory, subject to the
provision that use of
drawings is restricted
by category 4 of the
Freedom of Information
Act (Trade Secrets).
For ultimate disposi-
tion in the National
Air and Space Museum in
accordance with
NARA/NASM agreement.

7. TECHNICAL REPORTS. These reports are prepared in connection with a project or task and summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data and join all elements of logistic support necessary for the operation and maintenance of aeronau-
tical systems, weapons, and related equipment into a single package.

- a. Technical Reports. Reports maintained by the naval activity preparing the report or by the activity issuing the contract if the report is generated by the contractor.
- b. Design Reports. Files prepared by aircraft and weapons systems design staffs and reports submitted by the contractor or field activity explaining how they will meet specified design requirements.
- (1) Design validation reports. Analyses submitted by the contractor or field activity which contain sufficient detail to assure demonstrated compliance with the design parameters as stated in the contract specifications which may include calculations for stress and fatigue life and justification for material required.
- (2) Preliminary overall design and summary design reports for developmental aircraft and weapons systems
- c. Monthly Letter Reports and Quarterly Progress Reports
- d. Reference Copies
- e. AERONAUTICAL TECHNICAL PUBLICATIONS AND RELATED MATERIAL
- a. Master Paper Copies of Basic Publications. In addition to master publications, files also include a copy of each change and revision. Files are located at the WNRC and were accumulated prior to 30 June 1971.
- Permanent. Transfer to WNRC when 4 years old.
Offer to NARA in 5 year blocks when 20-25 years old.
- Retain on board. Destroy when superseded or after life of the item has expired.
- Permanent. Transfer to WNRC when 4 years old.
Offer to NARA in 5 year blocks when 20-25 years old.
- Retain on board. Destroy when no longer required.
- Retain on board. Destroy when superseded or no longer required.
- Permanent. Transfer to WNRC when 4 years old.
Offer to NARA in 5 year blocks. When 20-25 years old.

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- b. Paper Copies of Microfilmed Publications. Files located at the NAVAIRTECHSERVFACT.
Destroy after microfilm has been verified for accuracy and completeness.
- c. Master Microfilm Set. Master file consisting of basic publication, copy of each change and revision, and copy of final edition with changes incorporated at NAVAIRTECHSERVFACT.
Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.
- d. Reference Copies
Retain on board. Destroy when obsolete, cancelled, or no longer needed for reference.
- e. Background Material, Drafts, and Other Papers. Records used in developing and preparing the publication.
Retain on board. Destroy 6 months after final action on publication or 3 years after completion of publication if no final action is taken.
9. NAVAL AVIATION LOGISTICS CENTER RECORDS
- a. General Correspondence Files
(1) Those files relating to the performance of the activity's assigned aeronautical material fleet readiness functions
(2) Those files relating to the routine operations of the office
Destroy when 2 years old.
- b. Aircraft Project Case Files
(1) Correspondence and related papers regarding repairs and alterations to individual aircraft or aerospace vehicles
Retain on board. Destroy 1 year after plane leaves

accumulated by overhaul and repair offices or units of aviation stations, facilities, or other activities concerned with the maintenance, overhaul, repair, and readiness of aeronautical craft

(2) Summary records relating to any major modifications of types of craft

Retain on board. Destroy after craft is disposed of or type of craft becomes obsolete.

c. Structural Defects Inspection Reports

(1) Positive reports

Retain on board. Destroy when 6 years old.

(2) Negative reports

Destroy after results have been reported to NAVAIR HQ.

d. Progress and Workload Reports. Reports received from aviation activities.

10. SPECIFICATIONS FOR THE DEVELOPMENT AND MANUFACTURE OF AIRCRAFT AND AERONAUTICAL AND ASTRONAUTICAL EQUIPMENT

a. Master Files. Files include (preliminary) drafts or diagrams of specifications, test results, comments, working papers, and other records accumulated in connection with the development or modification of the specification as well as approved drawings, plans, or specifications together with summary papers pertinent to the development and final approval of the specification.

b. Reference Copies. Copies of specifications accumulated for reference purposes only.

Retain on board. Destroy when specification is approved, cancelled, or superseded.

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SSIC 13010-13019AIRCRAFT CHARACTERISTICS RECORDS

THE RECORDS IN THIS (SSIC 13010-13019) SERIES ARE RELATED TO AIRCRAFT CHARACTERISTICS AND INCLUDE PERFORMANCE; FLYING QUALITIES, STABILITY, AND CONTROL; AERODYNAMICS AND HYDRODYNAMICS; AND STRUCTURAL (LOADS) RECORDS.

SSIC 13010AIRCRAFT CHARACTERISTICS RECORDS

1. PRIMARY PROGRAM RECORDS. These records document such vital information as weight and dimensions of aircraft, engine power, engine type, take-off distance, wind over aircraft needed for take-off, and range depending on mission and weapon load. Files include detailed description of aircraft operation under different conditions, aircraft's ability to withstand stress, and hydrodynamics of a seaplane or flying boat.

a. Standard Aircraft Characteristics Charts

Permanent. Transfer to
WNRC when 4 years old.
Offer to NARA in 5 year
blocks when 20-25 years
old.

b. Working Papers and Test Data Used to Develop Standard Aircraft Characteristics Charts

Retain on board. Dispose
when item no longer in
inventory. (Dispose by
transfer to the National
Air and Space Museum.)

SSIC 13020-13029AIRCRAFT MAINTENANCE RECORDS

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THE RECORDS IN THIS (SSIC 13020-13029) SERIES ARE RELATED TO AIRCRAFT MAINTENANCE AND INCLUDE ORGANIZATIONAL, INTERMEDIATE, AND OVERHAUL AND REWORK RECORDS.

SSIC 13020AIRCRAFT MAINTENANCE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files of activities, departments, divisions, or units concerned with the construction, alteration, overhaul, and repair of equipment and aircraft.

SSIC 13030-13039AIRWORTHINESS AND SERVICE SUITABILITY RECORDS

THE RECORDS IN THIS (SSIC 13030-13039) SERIES ARE RELATED TO AIRWORTHINESS AND SERVICE SUITABILITY AND INCLUDE TEST AND EVALUATION, NAVY PRELIMINARY EVALUATION (NPE), SERVICE SUITABILITY TRIALS, AIRCRAFT RESTRICTIONS/LIMITATIONS, AND AIRCRAFT/STORES COMPATIBILITY RECORDS.

SSIC 13030AIRWORTHINESS AND SERVICE SUITABILITY RECORDS

1. PRIMARY PROGRAM RECORDS. These files describe how aircraft was originally tested by Navy to determine aircraft's ability to perform. Records describe good points and shortcomings of the aircraft and corrective actions. Records include detailed descriptions of what aircraft could do well, very well, only acceptably, and could not do, and explain why. These records are accumulated by various naval activities, departments, divisions, and units and consist of correspondence and reports.

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Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.

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SSIC 13040AIRCRAFT SURVIVABILITY/VULNERABILITY RECORDS

1. CORRESPONDENCE, REPORTS, AND RELATED RECORDS. Files which explain the aircraft's ability to effectively perform under specific circumstances. These records are accumulated by various naval activities, departments, divisions, and other organizational units.

Permanent. Transfer to MNIRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.

SSIC 13050CONFIGURATION CONTROL RECORDS

1. CONFIGURATION CONTROL BOARD (CCB) ACTIONS. Records include master files and technical directives of approved changes issued to the fleet to modify aircraft.

a. Master File. These files consist of CCB change requests and supporting data, changes to weapons configuration program, availability of equipment, cost and funding documents, and logistic milestone charts.

b. Reference Copies

Permanent. Transfer to MNIRC when 5 years old. Offer to NARA when 20 years old.

Retain on board. Destroy when proposals are implemented or no longer needed for reference.

SSIC 13051ENGINEERING CHANGE PROPOSALS RECORDS

1. ENGINEERING CHANGE PROPOSALS (ECPs). Files consist of recommendations made by the Navy and/or Navy contractors or other

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interested parties for changes in procedures for the upkeep, maintenance, repair, or improvement of aircraft, aeronautical equipment, or material, including supporting documentation and correspondence.

a. ECPs Filed with the Official Contract Case File

- a. ECPs Filed with the Official Contract Case File
 - b. Rejected Items
 - c. Reference Copies
 - d. AIRCRAFT SERVICE CHANGE FOLDERS. These files consist of correspondence and service changes.
 - e. SUMMARIZATION OF MAJOR MODIFICATIONS. These files are summaries of major modifications to aircraft and weapons systems maintained by project managers.
 - f. MASTER SET OF PROPOSALS. Files generally include and are handled as master technical instructions or plans files.
- b. Retain on board. Destroy 6 years and 3 months after final payment under the contract.
- c. Retain on board. Destroy 6 months after final payment under the contract.
- d. Retain on board. Destroy after proposal is implemented, other action is taken, or no longer needed for reference.
- e. Retain on board. Destroy when superseded.
- f. Retain on board. Destroy after aircraft is stricken.
- g. Permanent. Forward to WNRC when aircraft is stricken from Navy list. Offer to NARA when 20 years old.

SSIC 13052

CHANGES AND BULLETINS RECORDS

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1. **CHANGES AND BULLETINS.** A change directs the accomplishment and recording of a configuration change, that is, material change, a modification, or an alteration in the characteristics of the equipment. A bulletin directs a one-time inspection to determine whether a given condition exists and specifies what action shall be taken. Files include changes, bulletins, change kit records, and fleet proposals for aircraft modifications.

SSIC 13053CHANGE KITS

1. **AIRCRAFT SERVICE CHANGE FOLDERS.** Records relating to parts or set of parts, material and tooling required to change the form, fit, or function of a system, equipment, component or piece of hardware.

SSIC 13054FLEET PROPOSALS FOR AIRCRAFT MODIFICATION RECORDS

1. **ENGINEERING CHANGE PROPOSALS.** Recommendations for changes in maintenance, repair, or improvement of aeronautical or astronomical equipment or materials.

SSIC 13060WEIGHT AND BALANCE RECORDS

1. **REPORTS AND CORRESPONDENCE.** Files used to ensure that the aircraft has accurate weight and center-of-gravity to operate within permissible limits and to estimate new weights of design when they are in the preliminary stages.

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SSIC 13070RELIABILITY AND MAINTENANCE RECORDS

1. QUALITY ASSURANCE PROGRAM RECORDS. These records identify, report, and correct quality deficiencies in reworked and newly procured material.

a. Quality Deficiency Reports. Files include amplifications such as safety and engineering investigation requests.

(1) Reporting activities

(2) Receiving activities

(3) When records are microfilmed or converted to automatic data processing (ADP)

(1) Reporting activities
Destroy when 6 months old.

(2) Receiving activities
Destroy when 1 year old.

(3) When records are microfilmed or converted to automatic conversion to ADP and process has been verified for accuracy.
Destroy paper records after microfilming or conversion to ADP and process has been verified for accuracy.

2. MASTER FILE. Quality deficiency reports and other records containing valuable engineering data, narrative comments, and investigative results or other data determined to have research or informational value. These files are maintained at the Naval Weapons Engineering Support Activity, Washington, DC.

a. ADP Records

Retain on board. Destroy when 10 years old.

b. Microfilm Records

Retain on board. Destroy when 10 years old.

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1. SPECIFICATION RECORDS. These records consist of specifications describing how each aircraft is painted and marked with serial numbers, squadron identification numbers and insignia, instructions, and warnings.

SSIC 13090LOGS AND RECORDS

1. AIRCRAFT LOG BOOKS AND RECORDS. These records consist of monthly flight summaries, aircraft non-aging records, inspection records of rework, technical directive forms, installed explosive devices records, aeronautical equipment service records, custody and transfer forms, equipment operating logs, and scheduled removal components records.

a. Experimental Aircraft

- (1) Monthly flight summaries and inspection records of rework

Permanent. Retain on board. Offer to NARA when specification is cancelled or superseded.

- (2) All other records listed in 13090.1

Transfer to nearest FRC when 4 years old.
Destroy when 10 years old.

- b. Records of Destroyed Aircraft
Retain on board. Destroy after completion of any necessary investigation

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and preparation of required reports, provided the aircraft does not fall in part 13090.1a(1) above.

c. Records of Aircraft Sold or Transferred to Other than Navy Custody

Remove and destroy classified information or obtain clearance for release through appropriate channels, then transfer logs and records with equipment unless otherwise instructed by proper authority.

d. Aircraft and/or Equipment Lost in Combat or That Have Been Involved in an Accident Resulting in Death, Missing-In-Action or Injury of Any Person, and/or Substantial Damage to Other Than Government Property

Operating activity retain for 1 year for defense to litigation action, then forward to WNRC. Destroy when 20 years old.

2. AIRCRAFT INVENTORY RECORDS. These records consist of equipment lists, shortages, certifications, and records of transfers used to maintain a continuous chain of custodial responsibility incident to the transfer and acceptance of aircraft.

a. Superseded Records

Retain on board. Destroy after second transfer has been recorded on a new form.

b. Reissued Records

Retain on board. Remove last report and merge with the new record.

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c. Transferred to Another Government Agency or to a Foreign Government

d. Sold to a Private Party

Remove and destroy classified information or obtain clearance for release through appropriate channels, then transfer records with aircraft unless otherwise instructed by proper authority.

e. Stricken Because of Accident

Striking or salvaging activity will retain on board. Destroy when no longer needed by investigating authorities.

SSIC 13100-13199

AIRCRAFT (COMPLETE) RECORDS

THE RECORDS IN THIS (13100-13199) SERIES' ARE RELATED TO GENERAL AIRCRAFT (COMPLETE) RECORDS AND INCLUDE FIXED WING (ANTISUBMARINE, ATTACK, CARGO/TRANSPORT, FIGHTER, SPECIAL ELECTRONICS, PATROL, TRAINER, UTILITY, AND VERTICAL FLIGHT (HELICOPTERS, VSSTOL)), RESEARCH, AND AIRCRAFT TARGETS RECORDS.

SSIC 13100

GENERAL AIRCRAFT (COMPLETE) RECORDS

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1. AIRCRAFT ACCOUNTABILITY AND STATUS. Records consist of correspondence, messages, reports, and other records which describe the location and condition of aircraft.

2. AIRCRAFT AVAILABILITY. Records consist of correspondence, messages, and other records which indicate what type of aircraft are available for service.

3. OTHER RECORDS

1. AIRCRAFT ACCOUNTABILITY AND STATUS. Records consist of correspondence, messages, reports, and other records which describe the location and condition of aircraft.

AVIONICS RECORDS

THE RECORDS IN THIS (13200-13299) SERIES ARE RELATED TO GENERAL AVIONICS RECORDS AND INCLUDE AUTOMATIC CARRIER LANDING SYSTEM; ELECTRICAL POWER DISTRIBUTION COMPONENTS AND SYSTEMS; AIRBORNE NAVIGATION, AUTOMATIC FLIGHT CONTROL, AND INSTRUMENT SYSTEMS (NAVIGATIONAL AND FUEL CONSUMPTION INSTRUMENTS AND COMPUTERS, FLIGHT INSTRUMENTS, AUTOMATIC PILOT MECHANISMS AND AIRBORNE GYRO COMPONENTS, AND ENGINE INSTRUMENTS); COMMUNICATION AND IDENTIFICATION (CNI) SYSTEMS; AIRBORNE WEAPONS (FIRE CONTROL) SYSTEMS AND AIRBORNE MISSILE GUIDANCE SYSTEMS (GUN SIGHTS); GENERAL PURPOSE COMPUTERS; ANTISUB-MARINE WARFARE (ASW) SYSTEMS; ELECTRONIC WARFARE (EW) SYSTEMS; ELECTRIC POWER GENERATOR, INVERTER, CONVERTER, AND BATTERY SYSTEMS AND COMPONENTS; AND AIRBORNE RADAR RECORDS.

SSIC 13200-13299SSIC 13200

GENERAL AVIONICS RECORDS

1. CORRESPONDENCE AND REPORTS. Files documenting the significant development, production, test, evaluation, and basic design of

Permanent. Transfer to MNRC when 5 years old.

III-13-18

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electrical and electronic devices for use in aviation, especially electronic control systems for aircraft and airborne weapons.

2. ALL OTHER RECORDS

Offer to NARA when 20 years old.

Transfer to FRC when 5 years old. Destroy when 10 years old.

ASTRONAUTIC VEHICLES (COMPLETE) RECORDS

SSIC 13300

GENERAL ASTRONAUTIC VEHICLES (COMPLETE) RECORDS

1. PLANS AND DRAWINGS FOR ASTRONAUTIC VEHICLES

Transfer to the NAVAIR-TECHSERVPAC when purpose is served. NAVAIRTECH-SERVPAC will apply par. 13000.6C(2).

SSIC 13301

SATELLITES RECORDS

1. GENERAL CORRESPONDENCE. Files of a routine nature pertaining to investigation and analysis of satellite alternative to naval aviation mission.

SSIC 13302

SPACE SHUTTLE RECORDS

III-13-19

SECNAVINST 5212.5C CH-1

27 SEP 1988

1. REPORTS AND GENERAL CORRESPONDENCE. Records used to conduct an experiment on the shuttle for a communication program to be taken over by the Space and Naval Warfare Systems Command (SPAWARNSCOM) (formerly Naval Electronic Systems Command (NAVELEX)).

Destroy when 2 years old.

SSIC 13400-13599AIRFRAME SYSTEMS, COMPONENTS, AND ACCESSORIES RECORDS

THE RECORDS IN THIS (13400-13599) SERIES ARE RELATED TO GENERAL AIRFRAME SYSTEMS, COMPONENTS, AND ACCESSORIES RECORDS AND INCLUDE STRUCTURAL (INCLUDES MATERIALS) (FUSELAGE; WING, TAIL, CONTROL SURFACES, FLARS, ETC.; WINDOWS, WINDSHIELDS, AND CANOPIES; DOORS, HATCHES, AND REMOVABLE PANELS; NACELLES AND RADOMES; NUTS, BOLTS, RIVETS, AND FASTENERS); LANDING GEAR, WHEELS, AND BRAKES (TIRES AND TUBES); AIRCRAFT COMPONENTS FOR ARRESTING AND LAUNCHING; HYDRAULIC, PNEUMATIC, AND LUBRICATION SYSTEMS (PUMPS AND MOTORS, VALVES AND LINES, ACTUATORS, FLUIDIC DEVICES, LUBRICATION (EXCLUDING ENGINE), AND PITOT-STATIC SYSTEM (EXCLUDING INSTRUMENTS)); DE-ICING, ANTI-ICING, AND ANTI-FOGGING (AIRFRAME DE-ICING AND WINDSHIELD DE-ICING, DEFOGGING, AND RAIN REMOVAL); ENVIRONMENTAL CONTROL AND LIFE SUPPORT (HEATING AND AIR CONDITIONING, OXYGEN, AND PRESSURIZATION); FUEL SYSTEM (EXCLUDING ENGINE) (INTERNAL FUEL TANKS, EXTERNAL FUEL TANKS, AND IN-FLIGHT REFUELING); SPECIAL MISSION SYSTEMS (INTERNAL CARGO, EXTERNAL CARGO (INCLUDES HELICOPTER PICKUP AND DELIVERY SYSTEMS), AIR-DROPPED CARGO SYSTEMS, AIRBORNE MINE COUNTERMEASURES SYSTEMS, AND AERIAL TOWING (TARGETS AND GLIDERS)); FIRE DETECTION AND PROTECTION; ESCAPE AND CREW SYSTEMS (GENERAL); ESCAPE SYSTEMS (EJECTION SEATS AND PARACHUTES); CREW SYSTEMS (CREW STATION DESIGN AND HUMAN FACTORS; COMFORT (GALLEYS, BUNKS, AND LATRORIES); EMERGENCY EQUIPMENT (LIFE RAFTS, MAE WESTS, AND SURVIVAL KITS); AND PERSONAL FLYING EQUIPMENT RECORDS.

SSIC 13400GENERAL AIRFRAME SYSTEMS, COMPONENTS, AND ACCESSORIES RECORDS

III-13-20

SECNAVINST 5212.5C CH-1
27 SEP 1988

1. RECORDS AND GENERAL CORRESPONDENCE. Files concerning general airframe systems, components, and accessories.
- Retain on board. Destroy after aircraft is stricken from the Navy list.

SSIC 13600-13699

AERONAUTICAL GROUND SUPPORT EQUIPMENT RECORDS

SSIC 13600

GENERAL AERONAUTICAL GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND MEMORANDA. Files which are nonpolicy in nature and are concerned with the design, development, production, test, evaluation, and support of aeronautical support equipment.
- Retain on board. Destroy when 5 years old.

SSIC 13610

COMMON GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE. Files containing information dealing with an item of support equipment which has application to and is used in support of more than one end item.
- Retain on board. Destroy when 5 years old.

SSIC 13620

PECULIAR GROUND SUPPORT EQUIPMENT RECORDS

III-13-21

27 SEP 1988

1. GENERAL CORRESPONDENCE. Files dealing with an item of support equipment that is designed and developed in conjunction with the development of a particular end item and does not have broad application.

SSIC 13630AUTOMATIC TEST EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND MEMORANDA. Records concerning equipment which, either automatically or semi-automatically, carries out a predetermined program of testing for possible malfunctions without reliance on human intervention.

SSIC 13640CALIBRATION GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND MEMORANDA. Records concerning standards, test, and measurement equipment used in the inspection, acceptance, and calibration of equipment.

SSIC 13650AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM RECORDS

THE AMMRL PROGRAM IS THE TITLE OF THE OVERALL NAVAIR MANAGEMENT EFFORT FOR INVENTORY MANAGEMENT OF SUPPORT EQUIPMENT (SE) END ITEMS IN-USE AT ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ACTIVITIES. THE AMMRL PROGRAM USES PREVIOUSLY GENERATED TECHNICAL FACTORS TO ESTABLISH SE ALLOWANCES, TRACK IN-USE ASSETS, AND IDENTIFY ASSET SHORTAGES. THIS INFORMATION PROVIDES A BASIS FOR ASSET REDISTRIBUTION, BUDGET DEVELOPMENT, AND MATERIAL READINESS MEASUREMENT.

III-13-22

27 SEP 1988

1. INPUT DATA AND RELATED PAPERS
Retain on board. Destroy
when 1 year old or
purpose is served,
whichever is later.

2. MASTER APPLICATION DATA FOR MATERIAL READINESS LIST (ADMRL)
FILES

3. VERIFICATION FILES OF INPUT DATA
Retain on board. Destroy
when superseded or
obsolete.

4. ADMRL TAPE PRINT FILES USED TO ISSUE VARIOUS REPORTS
Retain on board. Destroy
when superseded or
obsolete.

5. PRINTED OUTPUT REPORTS
Retain on board. Destroy
when no longer needed for
reference.

SSIC 13660

REPAIR PARTS (SHORTAGES) RECORDS

1. TECHNICAL DATA AND RELATED INFORMATION PAPERS. Records con-
cerning spare and repair parts maintained by supply-control or by
maintenance and repair activities.
Retain on board. Destroy
when superseded or when
aircraft or equipment
is removed from the
supply system.

SSIC 13670

MOBILE FACILITY RECORDS

III-13-23

27 SEP 1988

**CORRESPONDENCE, MESSAGES, REPORTS, LOGBOOKS, AND INVENTORY RECORDS
RELATING TO HABITABLE FACILITIES SHELTERING AVIATION WEAPONS
SYSTEMS MAINTENANCE AND TACTICAL OPERATIONS.**

1. **PRIMARY ACCOUNTABILITY DOCUMENTS.** Records including the Mobile Facility (MF) Logbook and Inventory Records (Part II); OPNAV Form 4790/50, Ground Support Equipment (GSE) Sub-custody and Periodic Maintenance Record; and OPNAV Form 4790/51, GSE Custody and Maintenance (Part I). Retain on board. Destroy after termination of the service life of the MF or when the MF is surveyed.
2. **REPORTS.** Files including NAVAIR 13670-1, Workload Status Report; NAVAIR 13670-2, Mobile Facility Configuration Financial Report; NAVAIR 13670-3, Report of Inventory for Mobile Facilities and Major Related Equipments; NAVAIR 13670-4, Mobile Facility Equipment Transfer/Receipt Report; etc. Destroy 1 year after submission.
3. **OTHER RECORDS.** All other records pertaining to the MF which are not specifically described in pars. 13670.1 and 2 above. Destroy when 2 years old.

SSIC 13680

REWORK, MAINTENANCE, AND CHECKOUT RECORDS

1. **SUPPORT EQUIPMENT (SE) DEPOT REWORK MANAGEMENT RECORDS.** These records are used to determine quarterly SE rework requirements, to establish a quarterly schedule for each rework activity, and to maintain a record of the progress of each item through the rework process.
 - a. History File (On Tape) Retain on board. Destroy when no longer needed for reference.
 - b. Paper Printout History File Retain on board. Destroy when 5 years old.

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c. Other Related Files

Destroy when 2 years old.

SSIC 13690

AVIONICS SUPPORT EQUIPMENT RECORDS

- GENERAL CORRESPONDENCE, REPORTS, AND MEMORANDA. Records concerning equipment used on the ground to maintain an avionics system.

SSIC 13700-13799

ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES)
RECORDS

THE RECORDS IN THIS (13700-13799) SERIES ARE RELATED TO GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS AND INCLUDE RECIPROCATING, TURBOSHAFT AND JET, ROCKET, NUCLEAR, ENGINE DIAGNOSTICS, ENGINE FUEL SYSTEMS, ENGINE ELECTRICAL SYSTEMS, ENGINE COOLING SYSTEMS, AND ENGINE SYSTEMS COMPONENTS RECORDS. AIRCRAFT ENGINE ACCOUNTING SYSTEMS RECORDS ARE USED TO PROVIDE CURRENT INFORMATION ON LOCATION, CONDITION, AND PERFORMANCE HISTORY OF EACH AIRCRAFT ENGINE. THESE RECORDS ARE THE BASIS FOR SUPPORTING REQUIREMENT COMPUTATION AND BUDGET REQUESTS FOR SPARE ENGINES, REPAIR PARTS, AND REWORK REQUIREMENTS.

SSIC 13700

GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES)
RECORDS

- TRANSACTION REPORTS. Electronic Accounting Machine (EAM) cards, naval messages, speedletters, or magnetic tape submitted via remote

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27 SEP 1988

terminal(s) by reporting activities, controlling custodians, NAVAIR fleet support (FS) custodians, or designated overhaul points (DOP's).

- a. ADP Records
 - (1) Reporting activities
 - DOP's
 - (1) Reporting activities
 - (2) Controlling custodians, NAVAIR FS custodians, and DOP's
 - (3) NAVAIR HQ
 - b. Textual Records
 - (1) Reporting activities
 - (2) Controlling custodians, NAVAIR FS custodians, and DOP's
 - (3) NAVAIR HQ
 - 2. END OF QUARTER REPORTS. Reports of flying hours for installed engines (EAM cards) maintained by controlling custodian or NAVAIR FS Custodian or at DOP's and/or NAVAIR HQ.
 - 3. HISTORY FILES. Files of engine transactions (magnetic tape and microfiche) maintained by Naval Regional Data Automation Center (NARDAC), Washington, DC, through October 1978, and at NARDAC, Pensacola, FL, thereafter.
 - a. Magnetic Tape Records
 - Retain on board. Destroy when 10 years old.
 - b. Microfiche Records
 - Retain on board. Destroy when 20 years old.

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4. AIRCRAFT ENGINE RECORD (WORKSHEET)
Retain on board. Destroy
6 months after transfer
or disposition of engine.

SSIC 13800-13899

LAUNCHING AND LANDING EQUIPMENT RECORDS

THE RECORDS IN THIS (13800-13899) SERIES ARE RELATED TO GENERAL LAUNCHING AND LANDING EQUIPMENT AND INCLUDE ARRESTING, BARRIER, AND BARRICADE RECOVERY EQUIPMENT; LAUNCHING (SHIPBOARD AND LAND-BASED); AND VISUAL LANDING AIDS RECORDS.

SSIC 13800

GENERAL LAUNCHING AND LANDING EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND DATA. Records relating to general launching and landing equipment.

SSIC 13900-13999

OTHER INSTRUMENTS AND LABORATORY EQUIPMENT RECORDS

THE RECORDS IN THIS (13900-13999) SERIES ARE RELATED TO GENERAL OTHER INSTRUMENTS AND LABORATORY EQUIPMENT AND INCLUDE METEOROLOGICAL INSTRUMENTS AND EQUIPMENT, AIRCRAFT ALARM AND SIGNAL SYSTEMS (INCLUDE OXYGEN, PRESSURE SIGNALS, AND WARNING DEVICES), AND COMBINATION AND MISCELLANEOUS INSTRUMENTS RECORDS.

SECNAVINST 5212.5C CH-1

27 SEP 1988

SSIC 13900GENERAL OTHER INSTRUMENTS AND LABORATORY EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND DATA. Records relating to other instruments and laboratory equipment.

Retain on board. Destroy when 5 years old.

III-13-28

Attachment D
Enclosure (2)

Excerpts from General Records
Schedule 23 and 20

Records Common to Most Offices Within Agencies
and
Electronic Records

Attachment D
Enclosure (2)

Transmittal No. 2
October 30, 1998

General Records Schedule 23

GENERAL RECORDS SCHEDULE 23

Records Common to Most Offices Within Agencies

This schedule provides for the disposal of certain records common to most offices in Federal agencies. It covers administrative subject files; facilitative records such as suspense files, tracking and control records, calendars, and indexes; and transitory documents; as well as certain types of records created in electronic form on stand-alone or networked micro-and mini-computers.

Office Administrative Files described under item 1 are records retained by an originating office as its record of initiation of an action, request, or response to requests for information. This item may be applied only to separate administrative files containing such records as copies of documents submitted to other offices for action including budget feeder documents, purchase orders, training requests. Item 1 may not be applied to files that also contain program records, and it may not be applied by an office that receives and takes action on documents submitted by other offices.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	<u>Office Administrative Files.</u> Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.	Destroy when 2 years old, or when no longer needed, whichever is sooner.

[NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting an SF 115 to NARA.]

Transmittal No. 2
October 30, 1983

General Records Schedule 23

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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2. Word Processing Files.

Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes:

- a. When used to produce hard copy which is maintained in organized files. Delete when no longer needed to create a hard copy.
- b. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction by the GRS or a NARA-approved SF 115. Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115.

3. Administrative Data Bases.

Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115, if the hard copy records are maintained in organized files, and hard-copy printouts from these data bases created for short-term administrative purposes.

Delete information in the data base when no longer needed.

4. Electronic Spreadsheets.

Spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes:

- a. When used to produce hard copy which is maintained in organized files. Delete when no longer needed to update or produce hard copy.

Transmittal No. 2
October 30, 1988

General Records Schedule 23

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
b.	When maintained only in electronic form.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired.

5. Schedules of Daily Activities.

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.

- a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials (see note).

Destroy or delete when 2 years old.

[NOTE: High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.]

- b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.

Destroy or delete when no longer needed.

Transmittal No. 2
October 30, 1988

General Records Schedule 23

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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6. Suspense Files.

Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.

- a. A note or other reminder to take action.
- b. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.

Destroy after action is taken.

Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.

7. Transitory Files.

Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.

- a. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.
- b. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.
- c. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.

Destroy when 3 months old, or when no longer needed, whichever is sooner.

Transmittal No. 2
October 30, 1988

General Records Schedule 23

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	<u>Tracking and Control Records.</u> Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.	Destroy when no longer needed.
9.	<u>Finding Aids (or indexes).</u> Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Destroy or delete with the related records or sooner if no longer needed.

Transmittal No. 2
October 30, 1989

General Records Schedule 20

GENERAL RECORDS SCHEDULE 20

Electronic Records

This schedule provides disposal authorization for certain electronic records and specified hard-copy (paper) or microform records that are integrally related to the electronic records.

This schedule applies to disposable electronic records routinely stored on magnetic media by Federal agencies in central data processing facilities, including ones operated for agencies by contractors. It covers records created by computer operators, programmers, analysts, and systems administrators in order to store and maintain computer files in such facilities; certain master files, including some that are components of data base management systems; and certain files created from master files for specific purposes. Items covering disposable electronic records produced by end users in office automation applications (e.g., word processing files, certain text files, and data bases developed on personal computers in support of administrative functions) are included in General Records Schedule 23, Records Common to Most Offices Within Agencies. GRS 20 and 23 do not cover all electronic records. Electronic records not covered by items in GRS 20 or GRS 23 may not be destroyed unless authorized by a Standard Form 115 that has been approved by the National Archives and Records Administration (NARA).

The records covered by several of the items in this schedule are authorized for erasure or deletion when no longer needed. NARA could not establish a more definite retention that would be appropriate in all applications. The agency should, when appropriate, determine a more specific disposition instruction, such as "Delete after X update cycles" or "Delete when X years old," for inclusion in its records disposition directives or manual. NARA approval is not needed to set retention periods for records authorized for destruction when no longer needed by the GRS.

Items 2a and 1a (in part) of this schedule apply to hard-copy or microform records used in conjunction with electronic files. Item 1 also covers printouts produced to test, use, and maintain master files. Items 10 and 11 of this schedule should be applied to special purpose programs and documentation for disposable electronic records regardless of the medium in which such documentation and programs exist.

Transmittal No. 2
October 30, 1989

General Records Schedule 20

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Files/Records Created in Central ADP Facilities to Create, Use, and Maintain Master Files.</u> <ul style="list-style-type: none"> a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records. b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. 	Delete/destroy when no longer needed.
2.	<u>Input/Source Records.</u> <ul style="list-style-type: none"> a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA-approved agency records schedule. b. Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes. 	Delete after information has been transferred to the master file and verified.
		Delete/destroy when no longer needed in accordance with sound business practice and agency standard operating procedures.
		Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.
		Delete when data have been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or data base, whichever is later.

Transmittal No. 2
October 30, 1989

General Records Schedule 20

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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| c. | <p>Electronic records received from another agency and used as input/source records by the receiving agency. EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.</p> | Delete when data have been entered into the master file or data base and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or data base, whichever is later. |
| d. | <p>Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or data base.</p> | Delete after the necessary data have been incorporated into a master file. |
| 3. | <p><u>Master Files. (Including Master Files that are Components of Data Base Management Systems) Relating to Administrative Functions.</u></p> <p>Master files that:</p> <ul style="list-style-type: none"> a) replace, in whole or in part, administrative records scheduled for disposal under one or more items in GRS 1-16, 18, 22, or 23; and b) consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates; <p>EXCLUDING those that replace or duplicate the following GRS items: GRS 1, items 1, 21, 22, 25f; GRS 2, item 17; GRS 12, item 3; and GRS 18, item 5.</p> | Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later. |

Transmittal No. 2
October 30, 1989

General Records Schedule 20

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<p><u>Data Files Consisting of Summarized Information.</u></p> <p>Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988. EXCLUDING data files that are:</p> <ul style="list-style-type: none"> a) created as disclosure-free files to allow public access to the data; or b) created from a master file or data base that is unscheduled, that was scheduled as permanent but no longer exists, or can no longer be accessed; <p>which may not be destroyed before securing NARA approval.</p>	Delete when no longer needed for current business.
5.	<p><u>Records Consisting of Extracted Information.</u></p> <p>Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA approved disposition job. EXCLUDING extracts that are:</p> <ul style="list-style-type: none"> a) produced as disclosure-free files to allow public access to the data; or b) produced from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists, or can no longer be accessed; or c) produced by an extraction process which changes the informational content of the source master file or data base; <p>which may not be destroyed before securing NARA approval. For print and technical reformat files see items 6 and 7 respectively.</p>	Delete when no longer needed for current business.

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October 30, 1989

General Records Schedule 20

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
6. <u>Print File.</u>	Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports.	Delete when no longer needed.
7. <u>Technical Reformat File.</u>	Electronic file consisting of data copied from a master file or data base for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.	Delete when no longer needed.
8. <u>Security Backup File.</u>	<p>Electronic file consisting of data identical in physical format to a master file or data base and retained in case the master file or data base is damaged or inadvertently erased.</p> <p>a. File identical to records scheduled for transfer to the National Archives.</p> <p>b. File identical to records authorized for disposal in a NARA-approved records schedule.</p>	<p>Delete when the identical records have been transferred to the National Archives and successfully copied, or when replaced by a subsequent security backup file.</p> <p>Delete when the identical records have been deleted, or when replaced by a subsequent security backup file.</p>

Transmittal No. 2
October 30, 1989

General Records Schedule 20

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
9.	<u>Finding Aids (or indexes).</u>	Delete with related records or when no longer needed, whichever is later.
10.	<u>Special Purpose Programs.</u>	Delete when related master file or data base has been deleted.
11.	<u>Documentation.</u>	Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base.

[NOTE: See item 1a of this schedule for documentation relating to system testing.]

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Attachment D
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PROCEDURES FOR TRANSFERRING RECORDS TO AND RECALLING RECORDS FROM
THE WASHINGTON NATIONAL RECORDS CENTER

1. Selecting Material. Prior to the transfer of records to WNRC, material created or accumulated by a division or office should be screened for record value following enclosure (2) and security classification. Records that do not require a 3 year retention at WNRC will not be accepted by WNRC. If disposition authorizations given in enclosure (2) do not cover records, consult AIR-71044 to determine disposal authority. Wherever possible confidential and unclassified records should be transferred under separate accession numbers.

a. Record Material

(1) Ensure that material is returned to the designated official centralized file as prescribed in paragraph 6 of the basic instruction.

(2) Consult AIR-71044 on questionable items to determine whether the material is eligible for destruction or must be transferred to WNRC.

b. Nonrecord Material should be destroyed unless circumstances require its retention. When justified, the material may be transferred to WNRC.

2. Optical Disk. Because of the hardware and software dependency of current optical disk systems and the absence of standards that ensure portability of data from one system to another, NARA can not accept permanent records stored on optical disks at this time. Until the development of data portability standards, permanent records stored on optical disks must be transferred to National Archives on paper, microforms, or magnetic tape. Microforms must conform to the requirements of 36 CFR part 1230, and magnetic tape must conform to the requirement of 36 CFR 1228.188. Agencies may use optical disk systems for the storage and retrieval of permanent records while the records may be destroyed after copying onto an optical disk without NARA's approval.

3. Magnetic Tape or Other Magnetic Media

a. To ensure that permanently valuable information stored on magnetic tape or other machine-readable media that has been designated for preservation by NARA is maintained on a direct access storage device, the title shall be written on new or recertified one-half inch 7 or 9 track tapes, written in ASCII or EBCDIC, with all extraneous control characters removed from the data (except record length indicators for variable length records, or marks designating a datum, word, field, block or file, blocked no higher than 30,000 bytes per block, at 800, 1600, or 6250 bytes per inch). The tapes on which the data are recorded shall be new or recertified tapes which have been passed

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over a tape cleaner before writing and shall be rewound under controlled tension.

b. Documentation adequate for servicing and interpreting machine readable records that have been designated for preservation by NARA shall be transferred with them. This documentation shall include, but not necessarily be limited to completed SF 277, Computer Magnetic Tape File Properties, or its equivalent.

4. Preparing Transmittal Forms. SF-135, Records Transmittal and Receipt, and SF-135A, Records Transmittal and Receipt (Continuation), are designed to require a separate accession number and complete descriptive information for each "series of records" transferred. A series of records is a block of records having the same disposal authority and the same disposal date. Each series will be a separate entry in WNRC's automated inventory system. Detailed instructions for completing the forms are printed on the reverse side of SF-135. Ensure that records are listed in the same order as they are arranged in the boxes. Ensure electronic media is appropriately noted in the series description as shown in attachment A to this enclosure. For permanent records a box-by-box description on the SF-135 must agree with the content of the boxes. Prepare an original and three copies of SF-135 as shown on enclosure (3) attachment A. Consult AIR-71044 for assistance if needed.

5. Packing Records for Transfer. Request cartons from the Communications Management Section (AIR-710432). The carton measures 15 by 12 by 10 inches and holds 1 cubic foot of letter-size or legal-size material. Avoid transferring less than 1 cubic foot of records. Pack the letter-size documents on the 12 inch side of the carton, and the legal-size on the 15 inch. The carton for magnetic tape measures 14 3/4" x 11 3/4" x 11 3/4". Consult AIR-710432 concerning cartons for shipment of odd-size material. Records should be retained in their present sequence and placed in the carton in file order as listed on the SF-135. Seal bottom of all cartons with nylon filament tape and interlock top flaps to seal boxes.

6. Marking Cartons. The standard shipping carton does not have a preprinted label. Use a black felt marker to label. Mark each carton in the shipment with the assigned accession number in the upper left corner of the front (small end) of the box. Place box number in the upper right corner of the front of the box (for example, 1-5, 2-5, 3-5, etc.) as shown on enclosure (3), attachment B. If the box is classified, mark the security classification on the box.

7. Transfer Arrangements and Responsibilities. Submit the original and three copies of SF-135 and SF-135A to AIR-71044. Do not put copies of the form inside boxes to be transferred. AIR-71044 will assign the accession number, verify the disposal authority, sign in block 2, and send the original and two copies

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of SF-135 and SF-135A to WNRC prior to pickup of the records. At this time, the cartons of records should be delivered to room 208, JP-2, for pickup by WNRC. If the transferring office cannot deliver the packed cartons to room 208, JP-2, pickup should be requested of AIR-710432 a day in advance of desired pickup. A copy of SF-135, including location information, will be returned to the transferring office after pickup of the records by WNRC.

8. Recalling and Returning Records. WNRC will fill requests within 24 hours after receipt. Normally, requested records are forwarded via U.S. Post Office or United Parcel Service.

a. Offices transferring material may recall such records on temporary loan basis, by completing and submitting to AIR-71044 OF-11, Reference Request-Federal Records Center. The description of records, records group, accession number, box number, and location information is taken from the SF-135. The return address must include the code of the requester, agency, room number, and street address. When the records are no longer needed, offices will deliver them to room 208, JP-2 for pickup by WNRC.

b. Requests for the loan of material from centralized file locations such as AIR-71043 and AIR-5004 will be made through the office responsible for their maintenance.

c. Requests for permanent or indefinite withdrawals (over 30 days) should be made in writing to AIR-71044.

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RECORDS TRANSMITTAL AND RECEIPT				PAGE 1	OF PAGES
1. TO (Complete the address for the appropriate records center serving your area)				5. FROM (Under the name and grade, indicate address of the office retaining the records. The signed record of this form will be sent to this address)	
<p>Federal Archives and Records Center General Services Administration</p> <p>Washington National Records Center Washington, DC 20409</p>				<p>Commander Naval Air Systems Command (AIR-71044) Naval Air Systems Command Headquarters Arlington, VA 22263-7104</p>	
<p>2. AGENCY TRANSFERRING AGENCY OFFICIAL (Signature and title) (Leave Blank) AIR-71044 will sign</p>				<p>DATE</p>	
<p>3. AGENCY CONTACT</p> <p>Office transferring records will fill in</p>					
<p>4. RECORDS CENTER RECEIPT</p> <p>WNRC will sign</p>				<p>DATE</p>	
RECORDS DATA					
ACCESSION NUMBER	AGENCY NUMBER	VOLUME (Cv. fl.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive date of records)	COMPLETED BY RECORDS CENTER
(a) (b)	(c)	(d)	(e)	(f)	<p>DISPOSAL AUTHORITY (Schedule and item number) (g)</p> <p>RESCIN</p> <p>SP-135 and SF-135A to AIR-71044.</p> <p>Give a general description of records being transferred. When contents are electronic records, specify type (e.g., magnetic tape, floppy disk, hard disk, etc.).</p> <p>Indicate inclusive dates of the records. Show the organization component that created the records when it is other than that shown in item 5.</p> <p>Submit original and three copies of SP-135 and SF-135A to AIR-71044.</p> <p>* One carton equals one cubic foot.</p> <p>** Office transferring records will show box numbers (example: 1 through 5).</p> <p>*** If records are unclassified, enter "R" in item (g).</p> <p>List records contained in each box on SP-135A in item (f).</p>
AIR-71044 will assign.		*	**	(Leave Blank)	(Leave Blank--AIR-71044 will assign.)

Attachment A
Enclosure (3)

135-104

Standard Form 135 (Rev. 6-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

INSTRUCTION FOR COMPLETION OF STANDARD FORM 135

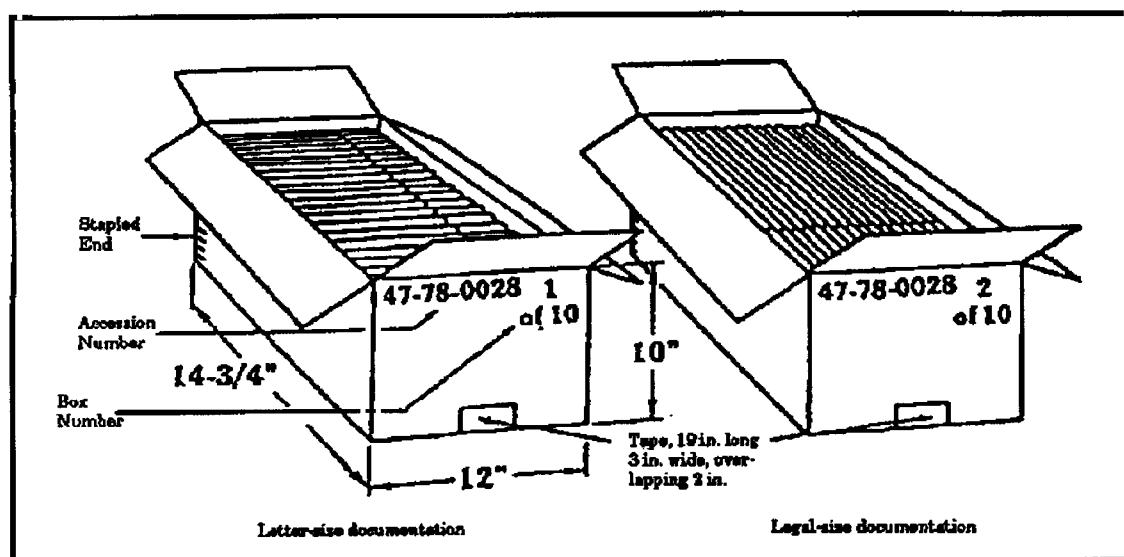
COMPLETION BY THE TRANSFERRING AGENCY

1.2.3 and 5 are self-explanatory. Specific instructions for item 6 are as follows:

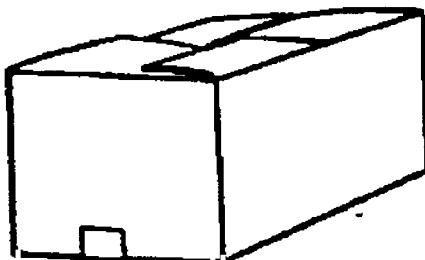
- | | Code | Restrictions | |
|--|-------------|--|--|
| | Q | Q security classification | |
| | T | Top Secret security classification | |
| | S | Secret security classification | |
| | C | Confidential security classification | |
| | R | Restricted use/witnessed disposal <i>not required</i>
(specify in column (f)) | |
| | W | Restricted use/witnessed disposal <i>required</i>
(specify in column (f)) | |
| | N | No restrictions | |
- Accessions Number.** A separate accession number is required for each series of records listed on the form. A series consist of records having the same disposal authority and disposal date, that are transferred together to the records center. The accession number is entered in three parts, consisting of:
- (a) The NARS record group number assigned to records of the agency making the transfer;
 - (b) The last two digits of the current fiscal year; and
 - (c) A four digit sequential number obtained in advance from the records center. (Arrangements may be made with the center to have these numbers assigned by the agency records officer or other official.)
- (d) Volume.** Enter the volume in cubic feet of each series of records being transferred.
- (e) Agency Box Numbers.** Show the inclusive box numbers for each series of records being transferred. The agency shall number each carton sequentially as follows: 1 of 25, 2 of 25, 3 of 25, etc. (Each new series of records should begin with carton number 1). To facilitate control of the records an future reference service, the agency also shall mark each container with assigned accession number prior to shipment.
- (f) Series Description.** Describe the records in sufficient detail to allow the records center to check for proper application of the disposal schedule. Inclusive dates of the records should be indicated. Show the organizational component that created the records when it is other than that shown in item 5.
- (g) Restriction.** Enter one of the following codes to show a restriction on use of the records. Restrictions other than (or in addition to) security classifications, such as limiting access to certain agency officials, are to be specified by a statement in the Series Description column (f).
- (h) Disposal Authority.** For each series of records, cite the agency schedule and specific item number authorizing disposal. Cite the NARS disposal job and item number if it has not been incorporated into an updated agency schedule.
- (i) Disposal Date.** Applying the disposal authority previously cited in column (h), enter the month and year in which the records may be destroyed.
- FOR COMPLETION BY THE RECORDS CENTER**
- Item 4 is self-explanatory. Specific instructions for item 6 are as follows:
- (j) **Location.** The records center annotates the shelf location of the first carton for each series of records.
 - (k) **Shelving Plan.** The records center enters the appropriate code form Chap. 7-10h, HB, Records Center Operations (NAR P 1864.1A), 10 reflect the shelving system.
 - (l) **Container Type.** The records center enters the appropriate code form Chap. 7-10h, NAR P 1864.1A, to reflect the type of container in which the records are retired.
 - (m) **Automatic Disposal.** The records center enters either Y (yes) to indicate automatic disposal applies or N (no) indicating that the agency wishes to receive disposal concurrence notice prior to destruction of the records. Automatic disposal is applied only when previously agreed upon by the agency.
- Use Standard Form 135-A, Records Transmittal and Receipt Continuation, when additional space is required for listing records data.

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PACKING AND LABELING CONTAINERS



CLOSING AND SEALING BOXES



Each standard transfer carton equals 1 cubic foot.
Each full letter-size file drawer equals 1-1/2 boxes.
Each full legal size drawer equals two boxes.

Attachment B
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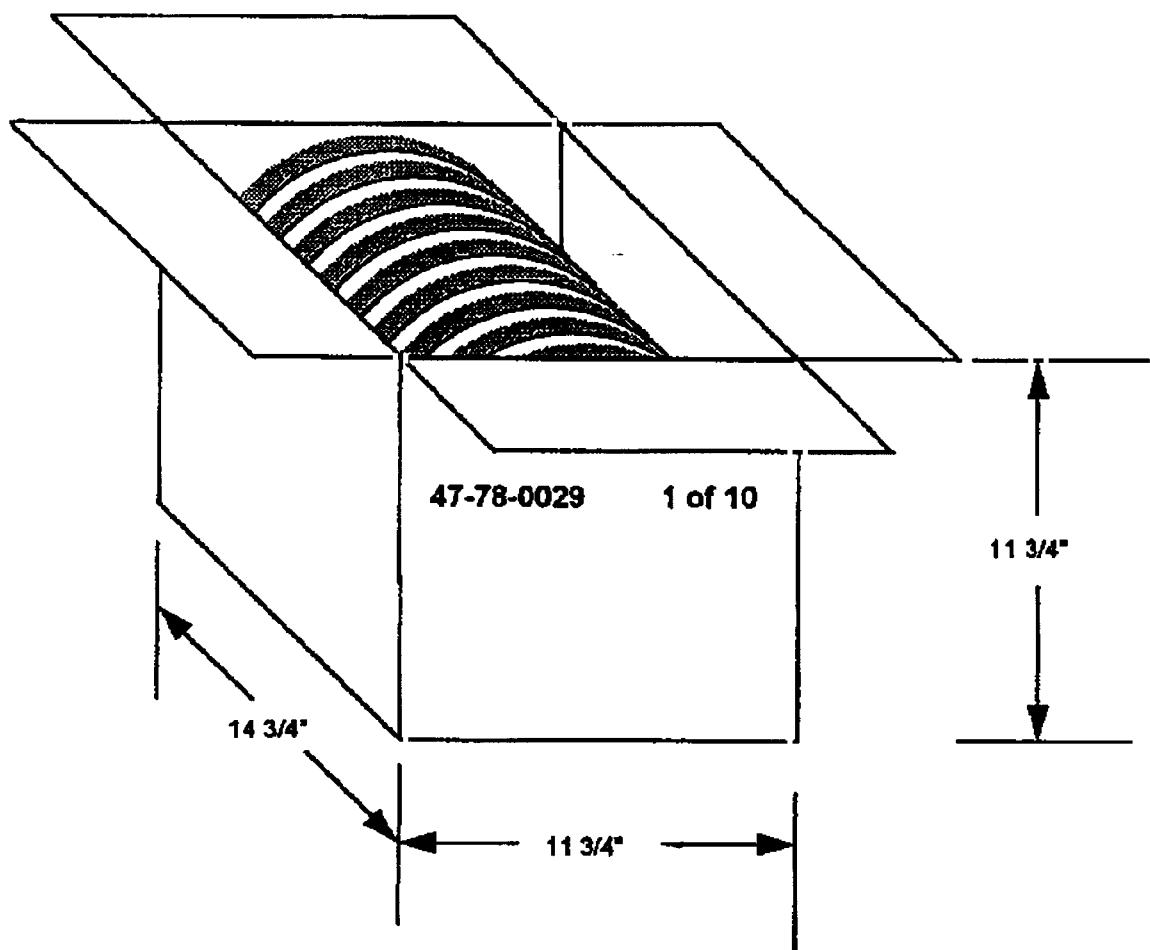
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Attachment B
Enclosure (3)

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CARTON FOR MAGNETIC TAPE



Attachment C
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Attachment C
Enclosure (3)